

**MINUTES
CITY OF ST. CHARLES, IL
PLANNING AND DEVELOPMENT COMMITTEE
MONDAY, JUNE 8, 2015 7:00 P.M.**

Members Present: Silkaitis, Payleitner, Lemke, Chairman Bancroft, Turner, Krieger, Gaugel, Bessner, Lewis, Stellato

Members Absent: None

Others Present: Mayor Raymond Rogina; Mark Koenen, City Administrator; Rita Tungare, Director of Community & Economic Development; Russell Colby, Planning Division Manager; Ellen Johnson, Planner; Bob Vann, Building & Code Enforcement Division Manager; Matthew O'Rourke, Economic Development Division Manager; Fire Chief Joe Schelstreet, Steve Weishaar, Network Manager

1. CALL TO ORDER

The meeting was convened by Chairman Bancroft at 7:00 P.M.

2. ROLL CALLED

Roll was called:

Present: Silkaitis, Payleitner, Lemke, Bancroft, Turner, Krieger, Gaugel, Bessner, Lewis, Stellato
Absent: None

3. INFORMATION SYSTEMS DEPARTMENT

- a. Recommendation to approve contract with Client First Consulting for Migration and Implementation of Lotus Notes/Domino to Microsoft Outlook/Exchange

Mr. Weishaar said the City has been using Lotus Notes as its email and calendaring system for 18 years. While it has been a stable platform and served the City well, it has reached the end of its useful life. Interoperability with other systems, manageability, and cost are a few reasons why a migration to Microsoft Exchange/Outlook is recommended.

Mr. Weishaar stated that Microsoft Exchange integrates seamlessly with many of the applications the City currently uses and will add a number of features not currently available through Lotus Notes. In addition, day to day administration of Outlook will be less complex than that of Notes. The annual maintenance fees for Outlook are also lower than those of Notes so the City will save more than \$16,000 annually in software fees alone. Mr. Weishaar added that this project would also address the replacement of the City's email journaling and spam filtering systems with Barracuda devices, saving the City an additional \$6,000 annually.

Mr. Weishaar explained that the IS Department issued a Request for Proposals in April 2015 for assistance in performing the migration from Lotus Notes to Microsoft Outlook with three responses received. Client First's proposal most closely met the City's requirements as well as providing a competitive price point. Mr. Weishaar referenced page 9, in the attachments provided for this meeting, for a complete breakdown of pricing provided to the City from Client First.

Alderman Silkaitis asked what the co-existence pricing option was about. Mr. Weishaar replied that co-existence is the option to have Lotus Notes and Microsoft Exchange run at the same time. IS recommends going with Option A to make a clean break from Lotus Notes instead of having calendars and emails running from both programs.

Alderman Lemke clarified with Mr. Weishaar that City Council email will also be on Microsoft Exchange. In addition, Mr. Weishaar recommended if someone has an XP system in place, for security purposes, upgrading to Windows 7.

Alderman Krieger made a motion to approve. Seconded by Alderman Turner.

Roll Call:

Ayes: Silkaitis, Payleitner, Lemke, Turner, Krieger, Gaugel, Bessner, Lewis, Stellato

Nays:

Absent:

Abstain:

Motion Carried. 9-0

4. COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

- a. Corridor Improvement Commission recommendation to approve a Corridor Improvement Grant for 1302 E. Main Street (Valley Lube)

Mr. O'Rourke stated this business is interested in creating a new landscape area around a new free standing sign. The previous sign that was there has been removed and they are putting in a new sign to meet with the City's current Zoning Ordinance standards. This grant would provide some hardscape and vegetation features around that sign that will safeguard it from vehicles and also add aesthetic value to the site. The total cost estimate is \$2,070 with the City's portion being \$1,035. The Corridor Improvement Commission did review this design and has recommended approval.

Alderman Turner made a motion to approve. Seconded by Alderman Stellato. Approved unanimously by voice vote. Motion Carried. 9-0

- b. Corridor Improvement Commission recommendation to approve a Corridor Improvement Grant for 1520 E. Main Street (Super 8 Hotel – St. Charles Hotel Enterprises)

Mr. O'Rourke said the hotel owns the property that abuts the new concrete feature along East Main Street. They would like to supplement those corners with some vegetation to soften the look and make it more aesthetically pleasing. The total cost estimate for this grant is \$2,650 with the City's portion being \$1,325. The Corridor Improvement Commission has reviewed the landscape design and has recommended for approval.

Alderman Silkaitis made a motion to approve. Seconded by Alderman Gaugel. Approved unanimously by voice vote. Motion Carried. 9-0

- c. Plan Commission recommendation to approve a PUD Preliminary Plan for 1850 Bricher Road. (St. Charles Commercial Center PUD)

Ms. Johnson said this is an application for a PUD Preliminary Plan. This site is the former Jaws Car Wash facility and this property is located within the St. Charles Commercial Center PUD. The applicant, CIMA Developers, is seeking approval of a new PUD Preliminary Plan approval to redevelop the site for a multi-tenant commercial building. Proposed is demolition of the existing facility and construction of a 5,000 s.f. commercial building with three units. One unit is for a restaurant user and the other two for retail. Parking will be in front and back of the building and a two-way access drive will be added at the southwest corner. Ms. Johnson stated that the cross-access to the gas station and the tire store on both sides will remain. In addition, full landscaping will be incorporated and the plan complies with all Zoning and PUD requirements that are applicable. The Plan Commission reviewed the proposal on June 2, 2015 and recommended approval and staff also recommends approval.

Chairman Bancroft asked if there were any questions.

Alderman Lewis asked if a possible tenant – a packaged liquor store – has come in to talk about obtaining a liquor license. Ms. Johnson stated that they have been in contact with the City Administration office about the liquor licensing process. With regards to the zoning approval of the plan itself, the uses are not a part of this approval. Mark Koenen stated that they have submitted applications and this will be on the June 15 Liquor Commission agenda.

Alderman Stellato made a motion to approve. Seconded by Alderman Turner. Approved unanimously by voice vote. Motion Carried. 9-0

- d. Consideration of transfer of City-owned property for the Operation Finally Home Project and authorize the filing of subdivision applications for the project.

Mr. Colby stated that this is the Operation Finally Home project was last discussed by the Committee in 2013. At that time, the Committee expressed support for donating some City-owned property for the project which provides housing for injured military veterans. Mr. John Hall has proposed the project which would include two houses located along 4th Avenue, south of Park Avenue and west of Route 25. Staff is seeking direction on whether to proceed with the City donating property for the project at no cost as well as to waive City review fees associated with the project. This would involve legal review for the transfer of the property and also engineering review of the subdivision plans. Staff is currently reviewing engineering plans for the project and with a positive recommendation, Mr. Hall plans to move forward with formally requesting a subdivision of the property. Mr. Hall would like to make a brief presentation to the Committee.

Mr. John Hall – 3980 Riverview Drive, St. Charles, IL

Mr. Hall thanked everyone for still being behind his project. To provide free homes to families who are in need of this assistance - the ability for the City itself to donate the property - the fact that the Kane County Riverboat Fund has contributed \$40,000 to utilize towards this effort - this would be a fantastic draw for the St. Charles community as a whole, stated Mr. Hall. We are

finally at the point now, where the volume of building, the amount of work that they are doing and all of the support they have from their trades, demonstrates that it is time to go ahead and move forward with this. Mr. Hall introduced a representative from Operation Finally Home, Mr. Lee Kirgan, who will also be the Project Manager for this property.

Mr. Lee Kirgan, Vice President of construction for Operation Finally Home – Fairfield, TX

Chairman Bancroft asked if there were any questions.

Alderman Turner asked if the City would be paying for the road on 4th Avenue to gain access to both of these lots. Mr. Hall stated that they would be paying for that. Alderman Turner asked if there was any access from 3rd Avenue to Lot 1. Mr. Hall stated no, and 4th Avenue will dead end at the railroad tracks.

Alderman Lewis asked if they have families selected to reside in these homes. Mr. Hall said that they never had a family that was specifically chosen. There is a special program that you have to go through. Mr. Kirgan stated that the first steps in this process is to get a builder on board and then to make sure they have the property. They have connections with all of the VA and Military Hospitals across the country and they work with case workers at these facilities to find their families. Alderman Lewis asked Mr. Kirgan to confirm that these families are not necessarily men or women from this immediate area. Mr. Kirgan stated they would have a tie to this area as Operation Finally Home would want this to be their home from now on so it is important that they have a tie to this community. The home will be designed to meet their current needs – subject to their injuries, family income, size of their family and subject to their long term prognosis. Alderman Lewis asked how long this process takes. Mr. Kirgan said that because they have known about this project for some time, even though they have not been actively recruiting, they have been looking for viable candidates from this area. As a result, it could take anywhere from 45 days to six months to have their families. Mr. Hall added that they have to put in the road improvements, sewer and water. That is what the Riverboat Grant will help fund. Alderman Lewis verified with Mr. Hall they he still has the Riverboat Grant money and he stated that he does and he is ready to go.

Alderman Lemke asked if these homes would be single or two story in design. Mr. Kirgan replied that it will depend on who the client is but most likely it will be a two story. They will not begin to design the homes until they have the families chosen. Once that is done, they will begin to design the home to fit into the community. The majority of veterans they place in these homes today are dealing with middle back issues and traumatic brain injuries. They are not the ones that are so severely injured. Mr. Hall added that the home would be designed with universal designs in mind to allow for someone to age in place continuously.

Chairman Bancroft asked how the homes are owned. Does the title get transferred to the veteran? Mr. Kirgan explained that the title is transferred from Operation Finally Home to the veteran family because of IRS tax issues and there are no tax implications for the family.

Alderman Lemke asked if there are any type of restrictions in terms of reselling. Mr. Kirgan explained that they are required to live in the home for a minimum of five years. If they have done their homework properly when selecting the family as well as designing the home for the family, this should not be an issue.

Alderman Lewis stated for clarification, after five years they are free to sell their home to whoever they want. Mr. Kirgan said that is correct and their position is that the veteran selected has already paid for this home with their blood on the battlefield and this is something that will give them a hand up and move forward with their lives. Alderman Lewis asked if they are responsible for their utilities while living there and Mr. Kirgan stated that they are.

Chairman Bancroft asked Mr. Hall what the overall time frame is. Mr. Hall said that if they can get approvals on the engineering, they could get into the pricing and then actually break ground. Regarding the Riverboat Fund, Mr. Hall stated that they have timelines that they would like to keep with them as well. They would like to get the ground work going before they get hit with winter. The actual construction phase, with the improvements, is not going to take that long. Mr. Hall asked Mr. Colby how long the approval process could take. Mr. Colby said they are probably looking at a 60 to 90 day process. In light of the fact that it is City owned property, they will need to follow some procedures in terms of transferring the ownership. Mr. Hall said that gives them the opportunity to get all the information together for the actual transfer and all of the people in line who are donating so as soon as it is approved they are ready to go.

Alderman Stellato said he would make a motion that the City of St. Charles transfer this property free of charge to Operation Finally Home and we waive all normal application and review fees. Seconded by Alderman Silkaitis. Approved unanimously by voice vote. Motion Carried. 9-0

- e. Plan Commission recommendation to approve a Final Plat of Subdivision and Plat of Vacation for First Street Phase 3 Resubdivision (First St. Redevelopment PUD)

Mr. Colby presented the Final Plat of Subdivision and Plat of Vacation for First Street Phase 3 which was approved by the Council in March. Subdivision lots have been drawn based on the approved PUD Preliminary Plans which include the three mixed use buildings and a public parking deck. In addition, there is a Plat of Vacation that is also being presented. A portion of the First Street right-of-way will need to be vacated and added to the building lot for Building #2. This change to the right-of-way line will accommodate some bump-outs that are in Building #2 in the plans that have been previously presented. Staff has reviewed the Final Plat of Subdivision and Plat of Vacation for compliance with the PUD and City Code Requirements. Plan Commission has recommended approval of the Final Plat and Plat of Vacation as well.

Alderman Silkaitis made a motion to approve. Seconded by Alderman Lemke. Approved unanimously by voice vote. Motion Carried. 9-0

5. ADDITIONAL BUSINESS
There was none.

6. EXECUTIVE SESSION
There was none.

7. ADJOURNMENT – Alderman Gaugel made a motion to adjourn. Seconded by Alderman Stellato. Approved unanimously by voice vote. Motion Carried. 9-0

Meeting adjourned at 7:25 pm.